

AGENDA

COMMITTEE BILLS ON SECOND READING

February 5, 2008
Aldermen Osborne, DeVries,
M. Roy, Pinard, Domaingue

4:00 PM
Aldermanic Chambers
City Hall (3rd Floor)

1. Chairman Osborne calls the meeting to order.

2. The Clerk calls the roll.

3. Ordinance Amendment:

“Amending Chapter 32: Boards, Commissions, and Departments of the Code of Ordinances of the City of Manchester by deleting Section 32.026: Appointment of Members, and replacing it with a new Section 32.026 creating alternate members of the Arts Commission.”

Ladies and Gentlemen, what is your pleasure?

4. Ordinance Amendment:

“Amending subsection 97.34: Encumbrances Prohibited of the Code of Ordinances of the City of Manchester, providing for exceptions by permit for the intermittent placement of signage in the public right of way.”

Ladies and Gentlemen, what is your pleasure?

5. Ordinance Amendment:

“Amending subsection 70.45 of the Code of Ordinances of the City of Manchester to clarify responsibilities of the Parking Division.”

Ladies and Gentlemen, what is your pleasure?

6. Ordinance Amendment:

“Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester.”

Ladies and Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove the following item from the table.

7. “Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D) (6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

(Tabled 11/26/07)

8. If there is no further business a motion is in order to adjourn.

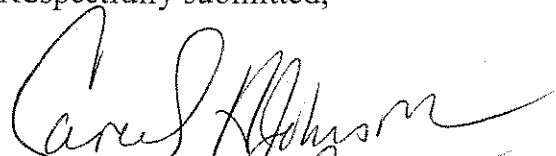
To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the Board accept the recommendation by the Mayor's Office on behalf of the Arts Commission to amend Section 32.026 of the Code of Ordinances which would allow alternates to be added to the Arts Commission.

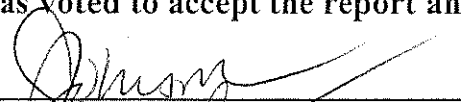
The Committee further recommends that it be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

Respectfully submitted,


Clerk of Committee

December 18, 2007. In Board of Mayor and Aldermen
On motion of Alderman O'Neil, duly seconded by Alderman Pinard,
it was voted to accept the report and adopt the recommendations presented.


City Clerk

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

"Amending Chapter 32: Boards, Commissions, and Departments of the Code of Ordinances of the City of Manchester by deleting Section 32.026: Appointment of Members, and replacing it with a new Section 32.026 creating alternate members of the Arts Commission."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend Section 32.026 of the Code of Ordinances by deleting language stricken (—) and inserting new language as bolded (**bold**). Language of Section 32.026 not struck through or bolded remains unchanged.

§32.026 APPOINTMENT OF MEMBERS.

(A) The Mayor shall, in the month of September, 1937, nominate five citizens of the city who are qualified in matters of art for the Art Commission. When the nominations are confirmed by the Board of Mayor and Aldermen, the nominees shall become members of the Art Commission and hold office until their successors have been elected and qualified.

(B) **ALTERNATES.** The Mayor may nominate two (2) citizens to serve as alternate members of the Arts Commission, subject to confirmation by the Board of Mayor and Aldermen. The terms of any alternate member shall be three (3) years and shall expire on December 1. Alternate members shall only participate upon the call of the chairperson when a regular member is absent.

- II. This ordinance shall take effect upon its passage.

To the Board of Mayor and Aldermen of the City of Manchester:

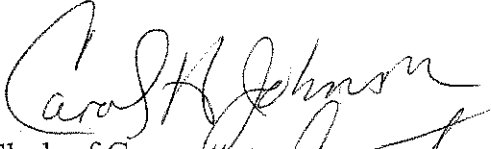

The Committee on Administration/Information Systems respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending §97.34 Encumbrances Prohibited, of the Code of Ordinances of the City of Manchester, providing for exceptions by permit for intermittent placement of signage in the public right-of-way.”

and recommends that it be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with the exception of Alderman DeVries who was absent.)

Respectfully submitted,


Clerk of Committee 

**December 18, 2007. In Board of Mayor and Aldermen
On motion of Alderman O'Neil, duly seconded by Alderman Pinard,
it was voted to accept the report and adopt the recommendations presented.**


City Clerk 

City of Manchester New Hampshire

In the year Two Thousand and

AN ORDINANCE

“Amending §97.34 Encumbrances Prohibited, of the Code of Ordinances of the City of Manchester, providing for exceptions by permit for intermittent placement of signage in the public right-of-way.”

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by inserting new language as bolded (**bold**). Sections of Chapter 97 that remain unchanged appear in regular type.

§97.34 ENCUMBRANCES PROHIBITED.

- (E) **Notwithstanding the requirements in (B) of this section, portable signage may be erected upon a public right-of-way adjacent to a place of business for the purposes of advertising under the direction and supervision of the Public Works Director who may impose such reasonable time, place and manner requirements as are necessary to protect the public safety and convenience. Signage authorized under this section shall be subject to such insurance and indemnification agreements as the Risk Manager may require.**
- II. This Ordinance shall take effect upon its passage.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Memo To: Committee on Administration

From: Carol Johnson
Deputy City Clerk

Date: December 7, 2007

Re: Addendum
Agenda Item -- signage in right of way

On November 15th Aldermen Duval and Forest submitted a request for consideration of intermittent signage in the right of ways in front of two businesses. One is Sharie's Hair Design on Bremer Street (actual address Adeline Street) and the other is Jerome's Delicatessen on Bridge Street. The request was delayed from placement on your agenda to allow time for research and submission of options for the consideration by the Committee. We apologize that it did not appear on the agenda.

For several years these businesses have been placing small signs in the right-of-way intermittently in such a manner as to not disturb pedestrian flow. They have been notified that they can no longer do so.

Typically these signs would be considered obstructions in the right of way and would be prohibited. Enclosed for your consideration is an ordinance amendment to provide a process for permitting such activity.

C: Mayor Guinta
All Aldermen
Solicitor
Highway

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance:

“Amending §70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division”

and recommends same be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote)

Respectfully submitted,


Clerk of Committee

December 18, 2007. In Board of Mayor and Aldermen
On motion of Alderman O'Neil, duly seconded by Alderman Pinard,
it was voted to accept the report and adopt the recommendations presented.


City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending §70.45 of the Code of Ordinances to clarify responsibilities of the Parking Division."

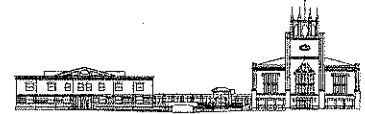
BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

I. Amend the Code of Ordinances by deleting language as stricken (----) and inserting new as bolded (**bold**).

(E) Manage and operate all ~~on-street~~ **metered parking spaces and all other types of parking restrictions adjacent to where meters are located** within the City of Manchester.

CITY OF MANCHESTER

PARKING DIVISION



Brandy Stanley
Parking Manager
bstanley@manchesternh.gov

November 26, 2007

**Mr. Ed Osborne, Chairman
Committee on Public Safety, Health and Traffic
One City Hall Plaza
Manchester, NH 03101**

Re: Request for Clarification of Responsibility

Dear Chairman Osborne:

Per the committee's request at the last October meeting, please find attached our proposed revision to the ordinance defining the duties of the Parking Division. Our intent is to manage and operate all on-street parking within the downtown core, leaving the remainder of the city under the management of the Highway Department. This ordinance change provides a definition of which spaces are to be managed by the Parking Division.

Additionally, we would like to request that CIP funds allocated to the Highway Department be used for maintenance of the Rines Center and that CIP funds allocated to the School System, be used for the maintenance of the Central High School garage, while allowing the Parking Division and Highway Departments to continue to administer the structural engineering contract for all city garages. The general structural review under this contract will be paid by the Parking Division.

Should the attached change be acceptable to the committee, we would like to request that the ordinance be forwarded to the full board for consideration. Thank you, and please do not hesitate to contact me with any questions.

Sincerely,

**Brandy Stanley
Parking Manager**

CC: Committee Members
City Clerk
Bruce Thomas
Kevin Sheppard
James Hoben

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Human Resources/Insurance respectfully advises, after due and careful consideration, that it has approved the reclassification of the Legislative Assistant (Grade 16) position in the Highway Department to Purchasing Assistant (Grade 12) and for such purpose recommends that the related ordinance be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote with the exception of Alderman Garrity who was absent.)

IN BOARD OF MAYOR & ALDERMEN

DATE: November 7, 2007

ON MOTION OF ALD. Garrity

SECONDED BY ALD. O'Neil

VOTED TO table.

Respectfully submitted,

Sub. Pinner

Clerk of Committee

[Signature]
CITY CLERK

At a meeting of the Board of Mayor and Aldermen

held Dec 4, 2007 on a motion of Ald. Lopez

duly seconded by Ald. Duval the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

[Signature]
City Clerk

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Sections 33.024, 33.025, & 33.026 (Purchasing Assistant) of the Code of Ordinances of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

SECTION 33.024 CLASSIFICATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121

SECTION 33.025 COMPENSATION OF POSITIONS be amended as follows:

Establish Purchasing Assistant, Class Code 1121, Grade 12

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows

Establish Purchasing Assistant, Class Code 1121, Grade 12 non-exempt
(Class Spec. attached)

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Legislative Assistant
Class Code Number	1205

General Statement of Duties

Performs administrative support to the areas of legislative process, documents, policies and procedures and for city clerk operations; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide clerical support in the area of technical documents, legislative requirements, policies and procedures in the administration of city clerk functions.. The work is performed under the supervision and direction of the City Clerk or Deputy City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Mayor and Aldermen, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Oversees special projects for the Department, including grant writing, administration of campaign reporting, and special events such as inaugurations and City Hall functions;
- Prepares legislation and review codification updates;
- Oversees coordination of and/or prepares policies and procedures manuals and related materials for departmental operations;

- Transcribes and prepares letters, minutes, reports, statements, grant applications, specifications, contracts, memoranda, notices, resolutions, budgets, presentations, and other related materials, including confidential correspondences and reports;
- Represents City Clerk or Deputy City Clerk in connection with other governmental agencies or associations in areas of work assigned;
- Attends meetings of the Board of Mayor and Aldermen or its committees as directed including note-taking and procedural advising to members when addressed;
- Provides technical support and oversight of election duties as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Keeps immediate supervisor and designated other fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of current principles and practices associated with legislative process;
- Thorough knowledge of modern office procedures, practices and equipment;
- Thorough knowledge of modern office filing systems and procedures;
- Some knowledge of public administration and municipal government activities relating to departmental operations;
- Ability to train, evaluate and coordinate the work of others;
- Ability to prepare and review legislative documents;
- Ability in writing to prepare correspondences according to standard business practices;
- Ability to accurately type correspondences, reports and memoranda;
- Ability to learn City policies and Departmental rules, procedures, practices and objectives;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Public Administration, Business Administration or closely related field; and
- Considerable experience in general office operations with utilization of a variety of computer applications; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Approved by: BMA Date: 1/2/01

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Purchasing Assistant
Class Code Number	1121

General Statement of Duties

To assist Purchasing Agent in the procurement of goods and services; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to work under the direct supervision of the Purchasing Agent or other designated personnel to assist in the purchasing processes pursuant to Municipal Code and related guidelines. Some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside vendors and the public. The principle duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Checks purchase requisitions and confers with department employees concerning procurement problems;
- Reviews and approves purchase requisitions for goods and services;
- Generates purchase orders as needed and required;
- Generates credit purchase orders;
- Requests, compiles and prepares correspondence for vendors and bid process;
- Maintains and updates vendor and data files;

- Completes purchase requisition forms and prepares correspondence for vendors and bid process;
- Requisitions supplies and materials for Department as requested, applying City guidelines and policies;
- Obtains telephone and internet quotations for use in purchasing supplies, materials, equipment and services;
- P-Cards – incumbent is required to match up receipts with what is in the system, enters item description, account line item, work order, job number, etc., into HTE;
- Maintains Toter inventory and database;
- Inputs monthly gasoline transactions;
- Schedules vehicle inspections;
- Compiles data, assembles using spreadsheets or related computer applications and publishes reports as requested;
- Answers inquiries/questions from City Departments regarding existing purchasing procedures;
- Writes reports as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Knowledge of current public sector purchasing practices, State laws and City Ordinances;
- Knowledge of business methods, markets and purchasing practices;
- Knowledge of various grades and qualities of a variety of materials, supplies and equipment used by various departments;
- Knowledge of standard office procedures, practices and equipment;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or G.E.D equivalent; and
- Three years of experience associated with purchasing activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- None.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor assigned areas;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a vehicle;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

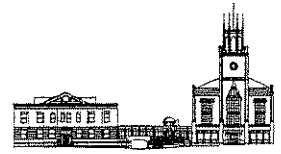
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065
www.ManchesterNH.gov



September 12, 2007

Alderman Ted Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

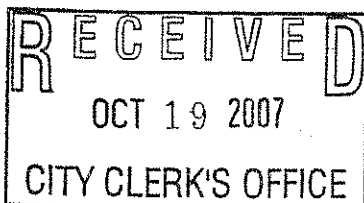
Re: Request for Reclassification

Dear Alderman Gatsas and Members of the Committee:

Last winter a position was reassigned from the City Clerk's Office to the Highway Department. The position, Legislative Assistant, was assigned to work with the centralized purchasing program in the Highway Department under the direct supervision of the Purchasing Agent.

The duties that are assigned to a Legislative Assistant are significantly different than those that are needed to work with the Purchasing Agent. Therefore, we decided to wait six or seven months to determine what the proper job title and salary grade should be for the Purchasing Assistant function. We have now concluded a position review and have determined that the Legislative Assistant position, salary grade 16, should be reclassified to a new title of Purchasing Assistant, salary grade 12.

I am attaching a proposed class specification for your review and information. The class specification has been reviewed and revised by the Purchasing Agent and her manager at the Highway Department. As you will note, the general statement of duties for the Purchasing Assistant are to assist the Purchasing Agent in the procurement of goods and services. This position works under the direct supervision of the Purchasing Agent or other designated person to assist in the purchasing processes pursuant to Municipal Codes and related guidelines. Some examples of work are to check purchase requisitions, review and approve purchase requisitions for goods and services, generate purchase orders as needed, maintains and updates files, etc. etc. As you can see, the level of the duties are those of a clerical support person. The level of responsibility for these duties is consistent with other class specification that are at a salary grade 12.



6-9

Alderman Ted Gatsas

- 2 -


September 12, 2007

Pursuant to Ordinance 33.046 (G), Entrance Pay Rates, the incumbent of this position should go from an annual salary of \$42,536 to \$33,412. Rather than reducing her pay, I would recommend that her salary be frozen until such time as her current salary is equivalent to the Purchasing Assistant salary grade. Therefore, she would not be eligible for any merit or longevity increases until step 9 of salary grade 12 is equal to \$42,536.

I would be happy to answer any questions that you might have. I am attaching a copy of the proposed class specification for Purchasing Assistant as well as Legislative Assistant.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Cc: Frank Thomas, P.E., Director

To the Board of Mayor and Aldermen of the City of Manchester:

The Committee on Public Safety, Health and Traffic respectfully advises, after due and careful consideration, that it has approved Ordinance Amendment:

“Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street.”

and recommends that it be referred to the Committee on Bills on Second Reading for technical review.

(Unanimous vote.)

Respectfully submitted,

Lu L. Bernier

Clerk of Committee

At a meeting of the Board of Mayor and Aldermen

held Nov. 7, 2007 on a motion of Ald. O'Neil

duly seconded by Ald. Pinard the report

of the Committee was accepted and its recommendations

(adopted) ~~(denied)~~

[Signature]

City Clerk
[Signature]

City of Manchester New Hampshire

In the year Two Thousand and Seven

AN ORDINANCE

"Amending Chapter 70: Motor Vehicles and Traffic of the Code of Ordinances of the City of Manchester by expanding the Residential Parking Permit Zone #6 in Section 70.55(D)(6) to include Mechanic Street, north side, between Elm Street and Canal Street."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, as follows:

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.55 RESIDENTIAL PERMIT PARKING.

(D) *Residential Parking Permit Zones.* The following areas are hereby designated as the Residential Parking Permit Zones:

- (6) Residential Parking Permit Zone #6. Area bounded on the west by the west side of Elm Street, on the north by the south side of Bridge Street, on the east by the east side of Chestnut Street and on the south by the north side of Merrimack Street, **also to include 41 Mechanic St.** Residents within this district shall not be issued a residential parking permit to park within the District. Residents within the district to the north of the north side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (2)(b). Residents within the district to the south of the south side of Amherst Street shall be issued a permit to park in Residential Parking Permit Zone (1).